Nova Scotia

ANNUAL REPORT
of the Board of Trustees
for the year 1988

Public Archives of Nova Scotia

90-05199/

REPORT OF THE BOARD OF TRUSTEES
OF THE
PUBLIC ARCHIVES OF NOVA SCOTIA
For the Year 1988

To His Honour

The Honourable Lloyd R. Crouse, P.C.
Lieutenant-Governor of Nova Scotia

May it please Your Honour:

I have the honour to submit the report of the Provincial Archivist to the Board of Trustees of the Public Archives of Nova Scotia for the year 1988, together with a statement of receipts and disbursements for the period April 1, 1988 to March 31, 1989.

Respectfully submitted

John M. Buchanan
Premier

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INTRODUCTION

The various divisional reports which follow clearly demonstrate that 1988 has been a particularly busy year at the Public Archives of Nova Scotia. An increase in the number of researchers, the dramatic growth in acquisitions, particularly government records, our commitment to the development of descriptive standards and other activities have required the total dedication of our staff. Therefore, I want to begin by paying tribute to all Archives staff for their contribution to our operations in 1988.

BOARD OF TRUSTEES

The Board of Trustees met in January and June this year. Dr. Louis Collins left the Board after the January meeting as his term as President of the Royal Nova Scotia Historical Society came to an end. The society's new president, Mr. Terry Punch, joined the Board at the June meeting.

ACQUISITIONS

The divisional reports provide details on our present year's acquisitions. In most areas we remain passive in our acquisitions activities. We do not actively solicit material because of other demands on our staff time. However, we appreciate the efforts of Nova Scotians and others in making material available to us. PANS has had an active microfilming project for over thirty-five years. This year, as in past years, we borrowed private archival collections and newspapers from churches, societies and individuals for copying. This provides us with copies of valuable records and allows local communities to keep records of importance to them. The Genealogical Society of Utah is again undertaking the microfilming of local municipal records. The society donates one copy of each reel to PANS; this program is most useful and complements our own microfilming operation.

The records management program began to pay dividends this past year as a considerable number of departments and agencies transferred records through the scheduling process. While this is indeed good news, and is what we have been seeking since the inception of the program in 1983, there are staff and space consequences for PANS. We must be able to review these new accessions, make our selection, prepare file lists and report back to the departments and agencies in a timely manner. We have had to hire a contract employee in the short term to assist us; however, it is clear that only through an increase in permanent staff can we meet our obligations and responsibilities in this area.

The absence of a Provincial Records Manager since February was a setback to the entire records management process. This position, which reports to Management Board, was advertised and interviews held. To date no appointment has been made. The Archives had a number of discussions with Management Board on the future of the program. As a result of our discussions, and once a new records manager is appointed, we are confident that there will be a more co-ordinated approach to the entire management of the government's records — from creation to deposit in the Archives.

CONTROL OF HOLDINGS AND DESCRIPTIVE STANDARDS

The Public Archives of Nova Scotia, recognizing the importance and long-term implications of the recent movement towards descriptive standards in archival work, has made several significant advances in this area during 1988.

Various staff members are closely involved with the national standards movement, co-ordinated by the Bureau of Canadian Archivists. Wendy Duff is a member of the Working Group on Subject Indexing and chairs the Working Group on Choice of Access Points. Margaret Campbell is a member of the Working Group on the Description of Visual Materials. Julie Morris has received a four-month term contract as Descriptive Standards Education Planning Officer for the bureau.

In-house, Lois Kernaghan has been appointed Standards Co-ordinator and chairs the Descriptive Standards Co-ordinating Committee, established to oversee and direct standards developed within the institution.

The committee has arranged a series of in-house lectures and workshops, designed to familiarize staff with the general concept of descriptive standards. Sessions have included: a refresher workshop on the *Nova Scotia Subject Headings Authority*; an introduction to descriptive standards; an introduction to *Anglo-American Cataloguing Rules 2*; and a two-day name-authority workshop.

The committee has also monitored several projects already underway within various divisions, including: a name-authority pilot project; a standardized index-card format; and a procedural manual for item-level description of photographs. A sub-committee has been established to develop a Main Entry Catalogue for all media divisions during 1989. Another sub-committee prepared an institutional response to the national

Report of the Working Group on Descriptive Standards at the Fonds Level.

These activities have received strong support from management. Funding was also made available for two committee members to audit the introductory cataloguing course offered by the School of Library and Information Studies, Dalhousie University. This has helped in familiarizing staff with the library-oriented principles inherent in descriptive standards.

As the movement towards standards accelerates within the institution, it is anticipated that present staff will not be able to spare the necessary time involvement, nor will the requisite expertise be entirely in-house. The committee has therefore recommended that there be an additional allotment within the 1989 budget, to assist in staff training and education and term funding to permit contract hiring of personnel skilled in various aspects of descriptive standards.

CONSERVATION

The establishment of a professional paper conservator has been postponed until the next fiscal year, 1989-90. Mr. Lou Sawler, former Archives' bookbinder, provided contract services for part of the year. The Archives also co-sponsored a conservation workshop, given by Harold Holland of the Provincial Archives of New Brunswick, on book mending and box-making.

PUBLIC SERVICE

Our institution has a well-deserved reputation for public service. For a number of years we have offered extended evening and weekend service, to the point where over 40 per cent of our patrons sign in during this period. Daytime usage is also on the rise. Numbers are only part of the story. More uses are being made of archives than ever before; thus there are new and different demands on our staff and on the finding aids to our holdings. We are presented with a considerable challenge: maintain the same degree of service while keeping up with the influx of new material. If there are no increases in staff resources, we face major decisions on levels and hours of service. Our full-time staff complement does not exceed our 1981 level, and yet the demands on our services have increased and changed considerably over the same period. We hired a student to assist in reference service at the second- and third-floor research desks because of the increased summer demand on our services.

The Department of Tourism and Culture announced in June the establishment of the Office of Family History to promote genealogical research in Nova Scotia. As this will have a direct impact on PANS, we requested input in this venture and the department agreed. A board of directors for the office will be set up once funding is in place, and the Archives will play an integral role in the Office of Family History.

EXTERNAL ASSISTANCE FOR OUR PROGRAM

The operation of the Public Archives was assisted by a number of provincial and federal programs throughout the year.

The Nova Scotia Department of Tourism and Culture agreed to our request to solidify funding for the *Nova Scotia Historical Review*. This journal is published by the Archives and the department. The Archives provides the editorial and support services and the department underwrites certain costs. We are especially grateful to the department for making a long-term commitment to the *Review* and to our staff for a first-rate publication.

The Archives received three positions through the summer Provincial Employment Program enabling us to operate our photo lab full time, catalogue part of a large photograph collection and arrange manuscripts and newspapers.

Through the Canadian Council of Archives (CCA), we received close to $10,000 in the cost-shared backlog reduction program to complete work on the Dr. Helen Creighton folklore collection and the Wallace MacAskill photographic collection. This program is administered through the Council of Nova Scotia Archives (CNSA). The CNSA also received funds for archival training and development. Our staff was active in giving presentations at many seminars and conferences. For the second consecutive year we were fortunate to have a student from the Masters in Archival Studies program at the University of British Columbia carry out her practicum with us. Susan Hart spent sixteen weeks in our Photographs and Documentary Art Division. This, too, was a cost-shared program, with the CCA assuming the bulk of the costs.

The Canadian Council of Archives was set up in 1985 as a joint federal-provincial venture. It has proven to be an invaluable support system for archives in Nova Scotia via the Council of Nova Scotia

Archives. The Department of Tourism and Culture is to be commended for its annual financial support to the Council of Nova Scotia Archives.

In 1980 the Public Archives of Nova Scotia entered into an agreement with the National Archives of Canada to support the acquisition, selection and control of CBC radio and television programming generated in Nova Scotia. Since that time much valuable material has been transferred to PANS. However, funding has been on a year-to-year basis. We, along with other archives involved in the CBC project, have urged the National Archives to secure the funding for this program. We are happy to report that the National Archivist, Dr. Jean-Pierre Wallot, has made a five-year commitment to the CBC project. We will continue discussions with the National Archives, CBC and other archives to determine the appropriate responsibilities of all players in this worthwhile scheme.

We appreciate the close co-operation of the National Archives in a number of projects over the year.

The Halifax Herald Ltd. donated microfilm copies of its two papers, *The Chronicle-Herald* and *The Mail-Star*, for 1988. We appreciate the Herald's commitment to us. Its papers are heavily used by our researchers.

The preparation of a comprehensive guide to Nova Scotia's newspapers in our province's repositories was given a substantial boost by a grant from the federal Social Sciences and Humanities Research Council of Canada's Research Tools Program. This guide will be a boon to researchers.

STAFF DEVELOPMENT AND ARCHIVAL ASSISTANCE

The staff activities section indicates the level of training over the year. We are committed to providing these opportunities, recognizing that there are always time and resources limitations. As the archival profession changes, staff must have the chance to undertake training and development. Our lecture series continued to be well attended and well received.

Our staff has also been quick to offer services when needed to give papers, presentations and seminars, as well as assisting other archivists and archives. We have also gained through our contacts with archivists in Nova Scotia and beyond. I want to thank those many archivists who have assisted us in our work over the year.

SPACE

Last year's report indicated the pressures on our stack space as a result of increased acquisitions. The extensive acquisition of government records this year brought the situation to a head quicker than anticipated. Discussions with the Department of Government Services resulted in a commitment of space for the Public Archives in the new Provincial Records Centre. This new space will be available early in the new year and shelving will be provided by Government Services. Having separate space in the new records centre will be very convenient for us. However, we will have to work out arrangements for transporting material between the Archives and Records Centre.

ADMINISTRATION

There were a number of changes in our permanent staff this year. Mrs. Marjorie McElmon, our administrative officer and executive secretary to the Board of Trustees, retired after ten years of dedicated service. A competition was held and Ms. Mary King was hired as administrative officer. Ms. King was previously with the Maritime Museum of the Atlantic. Christine Kelly resigned as Clerk/Typist/Receptionist, and Mrs. Ann Williams was hired through competition to fill this vacancy. Mrs. Lois Kernaghan assumed the duties of Head, Manuscripts Division, in early January. A number of temporary positions were staffed during the year.

Meetings were held during the year with the new Minister of Tourism and Culture, the Hon. Brian Young, and the new Deputy Minister, Robert Geraghty, to discuss funding and other issues relevant to the Archives.

In closing, I want to thank all staff for their efforts over the year and especially Allan Dunlop, Associate Provincial Archivist.

Carman V. Carroll
Provincial Archivist

December 1988

MANUSCRIPTS DIVISION

Lois K. Kernaghan, Darlene Brine,
Barry Cahill, Philip L. Hartling,
Julie Morris, Wendy L. Thorpe

Following the appointment of a new divisional head, 1988 has been a year of reorganization, consolidation and new directions. Many of these directions were developed through staff consultations held early in the year and from a new system of regular meetings combining Manuscripts and Public Records personnel. The progress achieved to date has largely resulted from the dedication and co-operation of a hard-working staff.

In conjunction with the Public Records Division, a three-month workplan schedule was implemented for each staff member, whereby projects are scheduled in quarterly segments. A six-month time-management survey further identified individual work patterns and potential areas for realignment; the results will be used in forthcoming job description reviews.

Over 1,500 in-coming letters, mostly genealogical inquiries, were handled during 1988. A correspondence log was introduced to track their processing, and an institutional policy was developed to restrict both the number of such inquiries from individual correspondents and the time spent in answering them. Turn-around time has been reduced to a three-week average, from a previous high of six weeks or more.

In keeping with the movement towards descriptive standards, Manuscripts and Public Records co-operated in a new standardized entrycard format for the card-catalogue systems. Basic security was also enhanced on the third floor, through the relocation of all card catalogues and reference tools in one area and the introduction of improved procedures for charged-out material.

The efficient operation of the Manuscripts Division is still hampered by a lack of adequate support staff. Full-time secretarial help is badly needed to handle correspondence and to address the backlog of content reports and index cards. Providing sufficient staff for the third floor control desk has also been difficult. The hiring of a half-time summer assistant was welcomed, but did not completely solve the problems generated by the volume of business and the increasing complexity of genealogical reference service: full-time summer help is needed.

Statistics for 1988 indicate that 42.1 per cent of researchers visiting the institution do so during evenings and weekends. Providing acceptable standards of service for them is becoming increasingly difficult, given the institution's reliance on a part-time staff to provide service during evening and weekend operations.

Manuscripts personnel were instrumental this year in developing an Orientation Workshop for part-time employees; efforts are also being made to improve follow-up training and to better coordinate the development and assigning of projected work. Most part-time evening and weekend employees are students, which results in a regular turnover in staff. Enhanced training is essential in order to ensure a consistent and acceptable level of service during these hours.

Some sixty-seven metres of manuscript materials were acquired during 1988. While the following lists indicate overall activity within the division, they do not reflect the time-consuming nature of many small unnoted collections processed by Manuscripts staff.

Principal Accessions—1988

MG 1—Papers of Families and Individuals

Black, Mary E. (ca. 1895-1988). Correspondence, draft manuscripts of books on weaving, travel notes, scrapbooks and related materials. (Vols. 2876-2886; 2.7 m.)

Carpenter, Major-General Frederick S., RCAF (1914-1978). Pilot's flying log books and other military-related papers, 1938-1966. (Vol. 2767A; 10 cm.)

Ells, Margaret Elizabeth (Mrs. Ralph Russell) (1909-1986). Letters and papers, 1916-1937, of a former staff member, Public Archives of Nova Scotia. (Vols. 2786-2788; 40 cm.)

Findlay, Elsie. Genealogical research notes and correspondence, 1970s and 1980s, relating to families along the Bay of Fundy shore, Nova Scotia. (Vols. 2768-2769; 23 cm.)

Gilliatt, F.C. Correspondence of F.C. Gilliatt and Hortense Spurr, 1918-1919; miscellaneous household accounts, F.C. Gilliatt family, ca. 1920-1923; photographs. (Uncatalogued; 25 cm.)

Goldie, Camilla G. (Mrs. Charles Goldie) (1916-1987). Genealogical research notes, correspondence and related materials, 1980s, predominantly Cumberland County. (Vol. 2587; 23 cm.)

Hartlen, John. Materials assembled, 1982-1987, while researching the history of the Acadia Powder Company, Waverley, N.S. (Vols. 2778-2781; 40 cm.)

Hattie, Robert M. (1876-1953). Letters and papers, 1912-1946, relating to the involvement of Halifax alderman, community activist and journalist in Civic Improvement League, reconstruction of Hydrostone District after 1917 Explosion. (Vols. 2897-2899; 90 cm.)

MacLeod Family. Correspondence and papers of the William MacLeod family, Scotsburn, Pictou County, 1838-1983. (Vols. 2894-2896; 70 cm.)

Marriott, Henry John Burton (1888-1986). Correspondence, diaries and financial papers, 1907-1987, of the Port Williams, Kings County fox- and rabbit-rancher, amateur photographer and musical composer; restricted access. (Vols. 2775-2777; 43 cm.) (N.B.: For photographs and sound recordings, see the appropriate divisions.)

Meagher, Aileen (1910-1987). Scrapbooks, correspondence, papers, photographs and drawings, ca. 1916-1987. (Vols. 2994-2999; 1.8 m.) (N.B.: For visual material, see Photographs and Documentary Art.)

Moggridge, Kathy. Research notes, reports, related materials, 1970s and 1980s, principally relating to Eastern Shore history, gold-mining and women. (Uncatalogued; 46 cm.) (N.B.: For audio material, see Film and Sound.)

Phillips, George (1912-1981). Genealogical research files, ca. 1960-1981, relating to Shelburne County families, predominantly from Cape Sable Island. (Vols. 2846-2855; 2.7 m.)

Punch, Terrence M. Letters, papers and printed material relating to genealogical research, 1980s. (Vol. 1487; 3 cm.) (N.B.: For books, see Library).

Smith, Gordon Kent, M.D. (1897-1986). Correspondence, financial records and journals of prominent Hantsport physician; includes some records for town of Hantsport, of which Dr. Smith was mayor. (Uncatalogued; 2 m.)

MG 2—Papers of Politicians, Political Parties

Coates, Hon. Robert (MP, Cumberland/Colchester). General office files, ca. 1985-1988; constituency files, 1987; restricted access. (Uncatalogued; 5 m.)

MG 3—Business Records

Central Trust Group of Companies, Halifax. Annual reports, booklets, brochures, registers, scrapbooks and miscellanea, 1872-1987. (Vols. 6152-6161; 2 m.)

Greenwood Coal Company, Limited, New Glasgow. Ledgers, correspondence, etc., 1936-1967. (Uncatalogued; 70 cm.)

MG 4—Church and Community Records

Sorensen Collection. Indices and abstracts, compiled by George and Ann (Porter) Sorensen from deed and probate records, 1774-1939: Yarmouth Township; Argyle Municipality; Shelburne County; Halifax County; and Liverpool, Queens County (Vols. 351-354; Vol. 292, No. 6; 90 cm.)

Universalist Unitarian Church, Halifax. Correspondence, financial statements, minutes, printed material, etc., 1960-1983. (Vols. 346-350; 70 cm.)

MG 5—Cemetery Records

Camp Hill Cemetery, Halifax. Loose documents and bound volumes, late 1800s-early 1900s. (Uncatalogued; 3 m.)

MG 7—Log Books, Ships and Shipping

Port of Pictou. Shipping lists, 1854-1861, culled from the *Eastern Chronicle*. (Vol. 123, No. 101; 214 pp.)

MG 9—Scrapbooks

Sinclair, Rev. D.M. Indexed scrapbooks, clippings relating to the Gaelic language (ca. 1840-1924), local history and individuals. (Vols. 538-545; 51 cm.)

MG 12—Great Britain, Army

60th Regiment of Foot (Royal Americans), 7th Battalion. Record book of regimental hospital at Halifax, 1815-1817. (Series M, Vol. 14, No. 12; 3 cm.)

MG 20—Societies and Organizations

Ancient Order of Hibernians, (Division No. 1, New Glasgow). Correspondence, minute books, accounts and receipts, ca. 1916-ca. 1923. (Uncatalogued; 35 cm.)

Ashburn Golf Club, Halifax. Minutes, annual reports, correspondence, publications, related materials, 1922-1987; restricted access. (Vols. 1921-1947; 4.5 m.)

Association of Psychologists of Nova Scotia. Files of the Committee for Scientific, Professional and Ethical Conduct, 1977-1984; newsletters, 1980-1985; president's files, 1982-1983; treasurer's files, 1978-1981; reports, minutes, membership lists and miscellaneous items, ca. 1976-1985; restricted access. (Vols. 1898-1899; 1964-1965; 44 cm.)

Canadian Conference on Historical Resources. Executive files, working papers, proceedings, reports, etc., 1968-1980. (Vols. 3001-3007; 60 cm.)

Canadian Girls in Training (Halifax-Dartmouth District). Minutes, clippings, newsletters and periodicals, files, miscellaneous items, 1929-1985. (Vols. 1966-1970; 1.2 m.)

Canadian Research Institute for the Advancement of Women (N.S.) Administrative files, pamphlets, brochures, circulars, miscellaneous items, 1970s and 1980s. (Vols. 1911-1920; 2.5 m.)

Charitable Irish Society, Halifax. Minutes, scrapbook, constitutions and by-laws, annual report, secretary's files, financial data, related materials, ca. 1938-1987. (Uncatalogued; 48 cm.)

Commonwealth Parliamentary Association. Correspondence files, ca. 1980-1984. (Vols. 3018-3019A; 1 m.)

Friends of the Public Gardens, Halifax. Legal files, studies, reports, briefs, press clippings and miscellaneous items regarding efforts to preserve the

integrity of the Victorian Public Gardens and to encourage low-rise development, 1983-1988. (Vols. 1900, 1952-1961; 2.4 m.)

Halifax Children's Foundation. Minutes, correspondence, files, by-laws, reports, ca. 1972-1985. (Uncatalogued; 75 cm.)

Halifax Landmarks Commission. Minutes, correspondence, files, reports, 1960s and 1970s. (Uncatalogued; 45 cm.)

Imperial Order Daughters of the Empire (IODE). Provincial Chapter: Annual reports, financial data, minutes, list of officers, miscellaneous items, 1920-1986 (Vols. 1962, 1971-1974; 3.7 m.); Halifax Municipal Chapter: Minutes, annual reports, 1966-1978 (Vols. 1948-1949; 15 cm.); Hon. Edward Cornwallis Chapter: Correspondence, minute books, etc. 1940-1986 (Vol. 1975; 18 cm.)

Metro Festivals Association, Halifax-Dartmouth. Minutes, files, correspondence, scrapbooks, miscellaneous items, 1985-1987. (Vols. 1901-1904; 90 cm.)

Nova Scotia Association of Garden Clubs. Newsletters, correspondence, minutes, files, financial statements, miscellaneous items, ca. 1962-ca. 1973. (Vols. 3013-3015; 30 cm.)

Nova Scotia Bird Society. Minutes, correspondence, scrapbooks, clippings, newsletters, publications, 1950s-1988. (Uncatalogued; 90 cm.)

Nova Scotia Designer Crafts Council. Administrative files and miscellaneous items, 1985-1986. (Uncatalogued; 1.8 m.)

Nova Scotia Ladies' Golf Association. Scrapbooks and clippings, ca. 1973-1985. (Vols. 3016-3017; 40 cm.)

Nova Scotia Society of Occupational Therapists. Correspondence, minutes, membership lists, reports, newsletters and journals, conference papers, miscellaneous items, 1960-1983. (Vol. 1999; 27 cm.)

Public Health Association of Nova Scotia. Administrative files, 1980s. (Vols. 3008-3012; 90 cm.)

Royal Nova Scotia Yacht Squadron. Scrapbooks, minutes, newsletters, lists of officers and members, programs, periodicals, charts, financial records, related materials, ca. 1889-1980s. (Uncatalogued; 6 m.)

Women's Institutes of Nova Scotia. Minute books, Colchester District Branch, 1930-1964; minute books, Greenfield, Queens County District Branch, 1946-1987. (Vols. 1950-1951; 22 cm.)

MG 25—Union of Nova Scotia Municipalities

Union of Nova Scotia Municipalities. Administrative files and miscellaneous items from executive director's office, ca. 1943-1987. (Uncatalogued; 6.6 m.)

MG 27—Halifax Explosion

Halifax Explosion Papers. Ledgers, correspondence regarding reconstruction, 1917-1918; farming, 1921. (Vol. 10; 11 cm.)

MG 100—Miscellaneous Manuscripts Collection

Some 400 new item acquisitions. (Vols. 79-86; 80 cm.)

Principal Finding Aids Prepared—1988

MG 1

Almon Family. Scrapbook of letters, photographs and family memorabilia, early 1700s to 1940s; item list. (Vol. 14; 10 cm.)

Creighton, Dr. Helen. Correspondence, personal papers, research notes, music transcriptions, publication drafts and proofs, related materials, 1905-1986; box/file/item list. (Vols. 2790-2845; 12 m.) (N.B.: For sound recordings and tapes, see Film and Sound.)

Duncanson, John V. Genealogical research notes and correspondence, 1950s to 1980s, relating to Falmouth and Newport Township families; file list. (Vols. 2440-2444, 2653-2657; 2 m.)

Ells, Margaret Elizabeth (Mrs. Ralph Russell) (1909-1986). Letters and papers, 1916-1937, of a former staff member, Public Archives of Nova Scotia; file list. (Vols. 2786-2788; 40 cm.)

Findlay, Elsie. Genealogical research notes and correspondence, 1970s and 1980s, relating to families along the Bay of Fundy shore, Nova Scotia; file list. (Vols. 2768-2769; 23 cm.)

Fowler, C.A. Letters and papers, 1959-1972, regarding heritage preservation in Nova Scotia; file list. (Vol. 2773; 10 cm.)

Goldie, Camilla G. (Mrs. Charles Goldie) (1916-1987). Genealogical research notes, correspondence, related materials, 1980s, predominantly Cumberland County; file list. (Vol. 2857; 23 cm.)

Hartlen, John. Materials assembled, 1982-1987, while researching the history of the Acadia Powder Company, Waverley, N.S.; file list. (Vols. 2778-2781; 40 cm.)

Hattie, Robert M. (1876-1953). Letters and papers, 1912-1946, regarding involvement of Halifax alderman, community activist and journalist in Civic Improvement League, reconstruction of Hydrostone District after 1917 Explosion; file list. (Vols. 2897-2899; 90 cm.)

Marriott, Henry John Burton (1888-1986). Correspondence, diaries and financial papers, 1907-1987, of the Port Williams, Kings County fox- and rabbit-rancher, amateur photographer and musical composer; file list. (Vols. 2775-2777; 43 cm.) (N.B.: For photographs and sound recordings, see the appropriate divisions.)

Phillips, George (1912-1981). Genealogical research files, ca. 1960-1981, relating to Shelburne County families, predominantly from Cape Sable Island; file list. (Vols. 2846-2855; 2.7 m.)

Putnam Family. Genealogical research notes, correspondence, related materials, 1937-1979, relating to Putnam family, Hants County; compiled by Mrs. Edna M. (Putnam) Cossette; file list. (Vols. 2358-2363; 1.1 m.)

MG 3

Christie/Glassey Motors Limited, Truro. Business records, 1922-1973; item list. (Vol. 6064; 23 cm.)

MG 4

Guysborough Historical Society. Miscellaneous materials, 1881-1940; file list. (Vol. 345; 10 cm.)

St. George's Anglican Parish Church, Halifax. Registers, correspondence, minutes, financial records, miscellaneous, 1752-1981; box/file/item list. (Vols. 309-339; 4.4 m.)

Sorensen Collection. Indices and abstracts, compiled by George and Ann (Porter) Sorensen from deed and probate records, 1774-1939: Yarmouth Township; Argyle Municipality; Shelburne County; Halifax County; and Liverpool, Queens County; file list. (Vols. 351-354; Vol. 292, No. 6; 90 cm.)

MG 20

Ashburn Golf Club, Halifax. Annual Reports, correspondence, minutes, publications, related materials, 1922-1987; restricted access; file list. (Vols. 1921-1947; 4.6 m.)

Canadian Conference on Historical Resources. Executive files, working papers, proceedings, reports, etc., 1968-1980; file list. (Vols. 3001-3007; 60 cm.)

Rotary Club, Halifax. Correspondence, minutes, financial records, newsletters, related material, 1913-1987; file list. (Vols. 1976-1994; 4 m.)

MG 36

Halifax Relief Commission. 500-page item list for Series C, correspondence. (Series C, Vols. 1-210; 1.8 m.)

MG 100

Miscellaneous Manuscripts Collection. Item listings for 400 entries. (Vols. 79-86; 80 cm.)

Special Projects

Genealogical Sources County Guide Series

In January 1988 the Genealogical Sources County Guide Series project began, with the production of four genealogical source guides. Over the next few years, a total of nineteen booklets will be produced: one for each of the eighteen counties, and one for the City of Halifax. The contents of each guide will assist genealogical researchers by providing quick access, via a standard list, to specific source materials available at the Public Archives. Archivists from the Manuscripts Division are the major contributors to these guides; the series co-ordinator is the Genealogical Archivist, Julie Morris. Guide No. 1—Halifax County, was published in

December 1988. Three other guides (Kings, Lunenburg and Pictou counties) await final editing and will be available early in 1989.

Friends of the Public Gardens Project

During the summer of 1988 this large collection (MG 20, Vols. 1900, 1952-1961; 2.4 m) was given a preliminary sorting and arrangement on a part-time basis by two students hired by the society. This represented a creative approach to collections processing, but the results were mixed. Considerable training and supervision were required, and the project remains incomplete.

MG 100 Microfilming Project

Microfilming of the Miscellaneous Manuscripts Collection began in July and is on-going. This extensive holding (241 vols.; 36 m) accounts for 25 per cent of the material requested through the third floor control desk. Because the items are small, miscellaneous, and in high demand, misfiling and confusion in handling are common. Making the collection available via self-service microfilm will greatly improve access and control.

Nova Scotia Historical Review
Managing Editor, Barry Cahill;
Literary Editor, Lois Kernaghan.

Volume 8, Number 1, published in June, was a non-thematic issue, but featured articles on industrial history. Volume 8, Number 2, is scheduled for January 1989. It will be the longest issue yet published and has as its theme legal and medical history. Several months of uncertainty as to the future of the *Review* ended in July when the Minister of Tourism and Culture announced that a special interim grant of $10,000 had been approved, and that an allocation for the *Review* would be included in the 1989-90 estimates of the Cultural Affairs Division of the department. Non-renewals continue to be offset by new subscriptions, so that the projected total for 1988—excluding the 150 subscriptions purchased annually by the Department of Education—remains above 600.

MICROFILM
Philip L. Hartling

The Archives' microfilm holdings date from the mid-1950s. Since that time, the Archives has had an active microfilming program. Records of

various religious denominations, businesses, communities, and societies and personal papers of families and individuals are borrowed for filming on a regular basis. Whenever time permits, Archives' holdings are also filmed, at which point heavily used and/or deteriorating *fonds*/collections receive priority. In 1988, Mrs. Linda Cookson filmed 138 reels and Ms. Lorraine Hobbs filmed 46 reels of 35 mm microfilm. (See page 26 for microfilm statistics.) Mrs. Cookson filmed all incoming *fonds*, PANS manuscripts, and public records and a number of newspapers. Ms. Hobbs did extensive repairs to deteriorating newspapers before she filmed them.

The largest *fonds* catalogued by the microfilm archivist include Colonial Office Papers (C.O. 5), 1755-1784 (25 reels); Halifax Passenger Lists, 1908-1919 (24 reels); Annapolis County and Digby County assessment records, 1967-1978 (RG 23, Volume 598) (22 reels); MG 100, Volumes 82-83 and 100-122 (18 reels); Great Britain Admiralty 1, 1745-1812 (18 reels); Great Britain War Office 17, 1776-1865 (18 reels); Earl of Dalhousie's Papers, 1789-1839 (15 reels); North Sydney Passenger Lists, 1908-1919 (14 reels); Trinity-St. Stephen's United Church records, Amherst, 1844-1988 (10 reels); shipping registers for various Nova Scotian ports, 1840-1966 (9 reels); Walker Financial Company records, Port Hawkesbury, 1893-1961 (8 reels); Nova Scotia Barristers' Society records, 1896-1983 (5 reels); St. Joseph's Roman Catholic Church records, Reserve Mines, 1895-1986 (4 reels); Prince of Wales Lodge records (Freemasons), Milton, Queens County, 1861-1988 (4 reels); St. George's Anglican Church records, Halifax, 1783-1956 (MG 4, Volumes 309-311) (4 reels); Marion Christie's scrapbooks on Bedford, 1906-1987 (3 reels); St. John's Cemetery records, Halifax, 1841-1988 (3 reels); and Ungranted Land Petitions, (RG 20, Series "U", #3—1544), 1811-1848 (3 reels).

Microforms requested through the National Archives of Canada's Diffusion Program include both film and fiche. They include 21 microfiche of NAC Manuscript Division *Main Entry Catalogue;* 105 microfiche of the *General Inventory;* 55 reels of Colonial Office papers (C.O. 188); 11 reels of Loyalist Regiment muster rolls; 5 reels of Admiralty 103 records (War of 1812 prisoners); and 1 reel of Sir John A. Macdonald's papers. These microforms have only recently arrived and have not been catalogued yet.

The sale of microfilms to individuals and other institutions realized $24,780. The microfilm archivist answered 182 letters; most were genealogical in nature or pertained to microfilm holdings. Requests to other institutions for Interlibrary Loan material numbered 102 in 1988. PANS

patrons were able to borrow books and microfilms from repositories located from Edinburgh to Vancouver. Other institutions submitted 69 requests for PANS holdings. This Archives, however, does not lend material through Interlibrary Loans.

Four microfilm storage cabinets and five microfilm readers were purchased in 1988. Four readers are Dukane MDP and the fifth is a Dukane MMR motorized reader. The latter was purchased to improve access for physically disabled researchers; a hand/foot pedal was acquired for this machine.

STATISTICS

Microfilms of manuscripts and public records catalogued by the microfilm archivist during the year ending 31 December 1988

	16mm/35mm Positives		Microfiche		16mm/35mm Negatives	
	1988	1987	1988	1987	1988	1987
Biography	38	39	—	—	22	4
Churches	47	31	—	277	47	30
Miscellaneous	58	18	—	8	20	18
Places	108	2	—	—	33	2
Manuscript Groups/ Record Groups	53	18	—	—	53	18
Total	304	108	—	285	175	72

ARTIFACTS and EXHIBITIONS

Darlene Brine

In 1988, twenty-five persons researched items from the artifacts collection; there were also five written inquiries and approximately fifteen telephone inquiries. As the Archives no longer actively collects artifacts, there were no new acquisitions in 1988.

During 1988 several artifacts were lent to other institutions. Artifacts from the James Barry Printing Collection were borrowed by the Macdonald Museum, Middleton, N.S., for purposes of display. The Nova Scotia Sport Heritage Centre borrowed several items concerning the Red Cap Snow Shoe Club (R.C.S.S.C.). They were as follows: jacket and red scarf [AG 110.2], medal of R.C.S.S.C. [AG 173.11] and a R.C.S.S.C. trophy [AG 53.4]. Also, the Nova Scotia Museum borrowed a button found on Sable Island [AG 261.63]. It was examined by Parks Canada and discovered to be a civilian man's button, mid to late 18th century, copper alloy with an engraved star-burst design. The museum is interested in borrowing this item for an upcoming travelling exhibition.

There were also four items (two wooden chart boxes, one wooden sea chest and a pair of dividers, brass with steel points) transferred to the Maritime Museum of the Atlantic. One other item, a travelling trunk, was forwarded to the Nova Scotia Museum.

In March the Public Archives of Nova Scotia was awarded the Dr. Phyllis Blakeley Award offered by the Council of Nova Scotia Archives. This award was in recognition of "The Prat Exhibition: Three Talented Sisters." The curators of this exhibition were Darlene Brine and Margaret Campbell.

In the fall of 1988 the Archives was approached by the Titanic Society concerning the conservation of the three pieces of wood from the RMS *Titanic* [AG 32.1-32.3]. A conservator examined the pieces and has prepared a condition report and an estimated cost of repairs. This information has been forwarded to the Titanic Society, and we are awaiting reply as to whether or not the society will sponsor this worthwhile project.

LIST OF EXHIBITS—1988

Chase Room

Old Sydney Town, Historic Buildings of the North End, 1785-1938 — January to April 1988 (Old Sydney Society)

Honours and Awards — October to december 1988 (PANS)

Papineau — December to 27 February 1989 (National Archives of Canada)

Lobby

Halifax Explosion — 25 November 1987 to 8 February 1988 (PANS)

Shelburne County Architectural Exhibit — 15 February to 31 March 1988 (N.S. Dept. of Tourism and Culture—Heritage Division)

Have You Seen Evangeline — April to July 1988

		(PANS)
King's College 1788-1988	—	September to 23 October 1988 (King's/Edgehill Alumni)

3rd Floor

Valentine Traditions	—	11 February to 12 April 1988 (PANS)

Owing to the lack of staff and time the Public Archives of Nova Scotia did very few of its own exhibits. At this time we depend to a great extent on outside institutions and travelling exhibits. However, two of our exhibits, Valentine Traditions and Honours and Awards, received press coverage and both were featured on *Live at Five,* ATV.

PUBLIC RECORDS DIVISION

Sandra Haycock, Barry Cahill,
John MacLeod, Wendy Thorpe

The Public Records Division has experienced a tremendous growth in acquisitions in 1988. Nearly three hundred metres of records have been transferred to us for appraisal, selection, arrangement and description, doubling the accessions for 1987, which in fact doubled the accessions for 1986. This trend is expected to continue and perhaps accelerate as more provincial government departments, boards and agencies as well as the courts and municipalities begin to recognize the value of their inactive records and the role the Public Archives of Nova Scotia plays in preserving them.

Clearly present staffing levels and processing procedures are inadequate to handle this increase, and it is only through the help of contract staff that we have been able to maintain minimum control of recent accessions.

The absence of a Provincial Records Manager for most of the year has necessarily precluded advances in the Records Management Program and the Archives' relationship to it; however when that vacancy is filled we hope to begin discussions to improve the systematic scheduling of records to PANS. To that end discussions have taken place with Management Board, the Provincial Records Centre and the Department of Government Services to try to identify problems and possible solutions.

Staff have continued to prepare finding aids for collections in our care. Included in this year's efforts are a major finding aid of oversize documents, indexes of Digby, Hants and Inverness County Supreme Courts, and finding aids for the Department of the Attorney General, Lands and Forests, and Health and Fitness.

It will be the challenge of the 1990s to find the resources, both human and financial, to enable us to address the enormous backlog of public records still housed with their creators but destined for the Public Archives of Nova Scotia.

Accessions

RG 3—Executive Council. 1987 Orders-in-Council; restricted access. (30 cm.)

RG 5—House of Assembly. 1986 Legislative material. 1987 tabled material. (3.5 m.)

RG 10—Department of Attorney General. Miscellaneous departmental files 1961-1985; restricted access. (9 m for selection.)

RG 14—School Registers. Antigonish District School Board; Cumberland District School Board; Dartmouth District School Board; Digby District School Board; Guysborough County District School Board; Halifax District School Board; Halifax County-Bedford District School Board; Inverness District School Board; Lunenburg County District School Board; Pictou District School Board; Queens District School Board; Richmond District School Board; restricted access. (14.4 m.)

RG 19—Department of Labour. Occupational Health and Safety Division. Mine Safety Section. Registers of miners certificates, 1882-1951. (.5 m.)

RG 20—Department of Lands and Forests. Material relating to most aspects of the department's operations, ca. 1920-1950. (91.5 m for selection.)

RG 20—Department of Lands and Forests. Miscellaneous departmental files, 1980-1983; restricted access. (2.4 m for selection.)

RG 23—Department of Municipal Affairs. Annapolis-Digby Assessment Office Records, 1967-1982. (Microfilmed, 22 reels.)

RG 23—Department of Municipal Affairs. Miscellaneous departmental files. (5 m for selection.)

RG 25—Department of Health and Fitness. Miscellaneous departmental files, 1958-1985; restricted access. (20.5 m for selection.)

RG 25, Series C—Pictou County Asylum. Register of Inmates, visitors book, etc., ca 1886-ca. 1928. (15 cm.)

RG 25, Series M—Provincial Sanatorium, Kentville. Account book, 1904-1914; cashbook 1908-1941. (10 cm.)

RG 27—Department of Government Services. Appraisal reports by assessment districts, 1962-1978. (1 m.)

RG 30—Department of Trade and Industry. Industrial Promotion files, 1961-1967. (2 m.)

RG 35-102, Series 1B—City of Halifax. City Council records, 1965-1985 (incomplete). (11 m.)

RG 35-102, Series 4—City of Halifax. City Manager's Office. Administrative files, 1983-1984; restricted access. (3.9 m.)

RG 35-220—Town of Mulgrave. Correspondence and administrative files, 1950s-1980s. (12 m for selection.)

RG 35-225—Town of Parrsboro. Assessment records, tax rates, town clerk's correspondence, etc., 1940s-1980s. (19 m for selection.)

RG 35-303, Series A—Municipality of Argyle. Assessment rolls, 1894-1941 (incomplete). (24 cm.)

RG 38 and 39—County of Halifax. Supreme and County Court records. Mostly 1960s; restricted access. (18 m for selection.)

RG 38 and 39—County of Lunenburg. Supreme and County Court records, 1930s-1960s; restricted access. (8.4 m.)

RG 44—Task Force on AIDS. Reports, briefs, research materials, working papers, etc., 1987-1988. (6.1 m.)

RG 44—Royal Commission of Inquiry on Uranium. Correspondence, presentations, briefs, evidence, etc., 1979-1985. (1.6 m.)

RG 44—N.S. Select Committee on Tourism. Briefs, working files, etc., 1983-1987. (45 cm.)

RG 51—Protocol Office. Material related to arrangements for state visits and dinners 1936-1967. (50 cm.)

RG 56—Public Utilities Board. Files related to passenger bus travel in Nova Scotia ca. 1930-1950. (10 m.)

RG 57—Department of Culture, Recreation and Fitness. Miscellaneous departmental files, 1970s and 1980s; restricted access. (2 m for selection.)

RG 57—Department of Culture, Recreation and Fitness, Heritage Division. 4,800 site forms completed as part of the Provincial Inventory of Historic Buildings. (195 microfiche.)

RG 59—Department of Housing. Miscellaneous departmental files, 1971-1986; restricted access. (10 m for selection.)

RG 59—Department of Housing. Minutes of the Executive Committee and Board of Commissioners of the N.S. Housing Commission for 1977; restricted access. (15 cm.)

RG 66—Department of Tourism. Unpublished reports, studies, statistics, 1952-1985. (3 m.)

RG 66—Department of Tourism. Miscellaneous departmental files, 1970s and 1980s. (2.3 m for selection.)

RG 68—Civil Service Commission. Miscellaneous commission files, 1982-1983; restricted access. (1 m for selection.)

RG 74—Commission on Drug Dependency. Reports on alcohol consumption and alcoholism, ca. 1980. (10 cm.)

RG 80—Public Trustees Office. Case files ca. 1940-1972; restricted access. (4 m.)

RG 81—N.S. Forest Practices Improvement Board. General files, minutes, draft of *Trees Around Us*, 1960-1985. (3.5 m.)

RG 82—N.S. Health Services and Insurance Commission. Minutes, 1957-1975; restricted access. (46 cm.)

RG 84—Fishermen's Loan Board. Case files 1952-1971; restricted access. (4.6 m.)

RG 85—N.S. Human Rights Commission. Miscellaneous commission files, case files, etc., 1968-1986; restricted access. (5 m for selection.)

LIBRARY

Wendy Duff

This year public service continued to place heavy demands upon the library staff. The increase in our user statistics was due in part to six major scholarly research projects that used the library collection over an extended period of time. An increasing number of bibliographers, historians, graduate students, genealogists, and other researchers are beginning to realize the full potential of our newspaper collection as an excellent source of historical information.

The library staff have actively participated on committees and working groups, conducted workshops and given lectures to the archival and library communities. The time devoted to this very important work has resulted in a decrease in items catalogued and special projects undertaken by the regular staff. We began a shelf-reading of the library collection in March, but had to postpone it in June due to lack of time.

This year the library did not receive any major printed collections by donation; however, with monies from special funds we were able to purchase several reference books. For example, with monies from the Dr. Blakeley fund we bought the *Directory of Archives and Manuscript Repositories in the United States,* (2nd ed., Phoenix, Arizona: The Oxyn Press, 1988, 853 pp.). The directory includes listings for 3,250 archival repositories.

Catherine Reid, a student from Dalhousie University School of Library and Information Studies, completed her work experience requirements in April and May. With monies from the Provincial Employment Program we were able to hire Catherine for the summer to catalogue books from the Fergusson Collection, Creighton Collection and Blakeley Collection.

STATISTICS

Acquisitions	1988	1987
Monographs	685	1,259
Periodicals	1,494	1,447
Vertical files	349	195
Annuals	341	519
Microfilms	48	10
Microfiches	100	126
Town council minutes	96	102
TOTAL	3,113	3,658
Items catalogued	1,377	1,484

Nova Scotia Newspaper Project

Under the auspices of the National Library's Decentralization Program for Newspaper Preservation, an Ad Hoc Committee for the Preservation and Access of Nova Scotian newspapers was established in 1983. With financial assistance of $30,000 from the National Library, the ad hoc committee contracted out for the compilation of a "complete" Nova Scotia newspaper checklist. In 1986, 120 Nova Scotia newspaper repositories were surveyed to compile the checklist. Data for approximately 1,096 newspapers and an additional 172 titles with no known extant copies was compiled on sheets in a loose-leaf binder series. To make the important bibliographic information gathered available to all levels of scholars and researchers, the ad hoc committee applied for and received a $52,117 grant from the Social Sciences and Humanities Research Council's Research Tools Program.

The SSHRC grant was awarded in October 1987. The project co-ordinator, Ken Field, formerly of the B.C. Newspaper Project, and project cataloguer, Brenda Hicks, recent library school graduate, were hired and in place to start work in early January 1988.

As of September 1988 it became apparent that the project cataloguer could not complete all the remaining cataloguing by mid-October as projected. The bibliographical deficiencies of the original checklist and unexpected problems with the hiring and training of data clerks had consumed valuable cataloguing time that could not be compensated for within the established time or budget.

Therefore, the Nova Scotia Newspaper Project requested funds from possible sponsors to extend the project for two months. Results of the applications were:

APLA	(Amount requested: $2,000)	Denied	—
Council of Nova Scotia Archives	(Amount requested: $1,000)	Granted	$1,000
Public Archives	(Amount requested: $2,000)	Granted	$2,000
Dept. of Education	(Amount requested: $1,500)	Granted	$1,500
Dept. of Tourism and Culture	(Amount requested: $800)	Granted	$ 800
		TOTAL:	**$5,300**

This catalogue should be completed in 1989.

NEWSPAPER SPECIALIST
Anjali Vohra

The filming of unique Nova Scotian newspapers continues to be a priority of the newspaper division. By microfilming these papers, we preserve them for posterity and make them available to researchers.

Much of the in-house microfilming operation has been restricted to material that we have borrowed from other institutions, private individuals and publishers. Of particular importance was the *Richmond County Record* (1900-1972), loaned to us through the courtesy of Mr. Marshall J. Bourinot, former editor and publisher of the paper. Other collectins of note include the *Canso Breeze and Guysboro County Advocate* (1960-1970) and the *Victoria-Inverness Bulletin* (1960-1969), loaned to us by the publisher, Scotian Sun Printing and Publishing of Port Hawkesbury. These collections have filled major gaps in our holdings and will be of immense value to those researching the Strait area. In addition, the filming of the *Truro Daily News* (1960-1975) and the *Truro Weekly News* (1960-1975), which we borrowed from the Colchester-East Hants Regional Library, was completed.

This year, the newspaper division received several requests from other institutions and individuals for microfilms of their local newspapers. As a result microfilm sales generated a total of $22,460.

STATISTICS FOR 1988

Newspapers received*

	NEW	TOTAL
Weekly	2	33
Daily	0	7
Bi-monthly	0	2
Fortnightly/semi-monthly	2	10
Monthly	9	26
Quarterly	1	5
Others	0	4
TOTAL	14	87

Microfilms received	**TOTAL**
Purchases and exchanges	112
Microfilmed in-house	63
Total microfilm received between December 15, 1987 to December 31, 1988	175

*We do not receive all newspapers in original form. Some papers are purchased at the end of the year on microfilm; others come in throughout the year on microfilm. These microfilms are included in Purchases and exchanges.

PHOTOGRAPHS and DOCUMENTARY ART DIVISION

Margaret Campbell

The main focus of activity in the Photographs and Documentary Art Division during the past year has been arrangement and description. An inventory of the Wallace R. MacAskill Collection was completed and a subject index based on the inventory prepared. A Master of Archival Studies student from the University of British Columbia prepared an inventory, with subject index, of the Historic Restoration Society of Annapolis County Collection, according to the standards for inventories established by the Society of American Archivists. All subject indexing was done according to the Nova Scotia Subject Headings Authority.

The Photograph Archivist prepared an in-house procedure manual on item-level cataloguing of photographs and was active on in-house committees promoting descriptive standards. She was also appointed to a national committee to develop standards for the description of graphic materials.

The main problem facing the division, as stated in the last five annual reports, is the acute shortage of staff. The results can be seen in a growing backlog of photographs waiting to be inventoried and indexed; deteriorating nitrate negatives and photographs in need of copying; photos left in poor-quality enclosures because of lack of time to transfer them to archival envelopes; the dependence of cataloguing upon short-term projects, with the consequent uncertainty, lack of continuity and drain upon staff time to train new employees; and a growing backlog of inventories and indexes waiting to be typed. All of this points to the need for a permanent cataloguer and a full-time photo technician. With current resources it is impossible for the Photograph Division to do reasonable justice to collecting, preserving and making available to researchers Nova Scotia's rich photo heritage.

PRINCIPAL ACCESSIONS

Chambers, Bob (Robert W.) (1905-). Accession no. 1988-133
Original cartoons by internationally recognized Nova Scotian cartoonist Bob Chambers concerning the political career of Robert L. Stanfield from 1960 to 1968; 32 items.

Historical Restoration Society of Annapolis County. Accession nos. 1988-269, 304
Yates Studio business records and negatives of people and views of Digby, and Annapolis Royal and their environs; Sidney Payne and negatives of people and views of Annapolis Royal and its environs, agricultural research images taken for the Dominion Entomological Laboratory at Annapolis Royal and views of Fort Anne taken for L.M. Fortier, the superintendent; negatives by an unknown photographer, probably Yates or Payne, of portraits and views of Annapolis Royal; ca. 1900-1968; 1,486 negatives and 15 business registers.

MacKenzie Studios. Accession no. 1988-407
The negative output of the MacKenzie Studios, ca. 1941-1975, mainly individual, family, group and wedding portraits, as well as some advertising and industrial photography and yearbook photos from various Pictou

County schools. A partial index and a small number of letters and invoices accompany the negatives; ca. 100,000 items.

Marriott, H.J.B. (1888-1986). Accession no. 1988-131
Photographs by semi-professional photographer "Jack" Marriott. Includes commercial negatives of Acadia University students, weddings, babies, etc.; as well as scenic photography; views of Port Williams, Starrs Point, Gaspereau, Blomidon, Peggy's Cove and Bear River; Marriott's family, friends and cats; his sheep-, rabbit- and fox-breeding activities at Port Williams; and artistic nude and portrait photography; 1922-ca. 1970; ca. 5,300 items. (N.B.: For manuscripts and sound recordings, see appropriate divisions; see also Accession no. 1984-450.)

Meagher, Aileen (1910-1987). Accession no. 1988-221
Personal papers of noted Nova Scotian artist and Olympic athlete, Aileen Meagher, including her scrapbooks; correspondence; portcards; pastel drawings, ink sketches and sketchbooks of Irish crosses, flowers, trees, fishing villages, ships, Ireland and Nova Scotian scenes; photographs used in the creation of the above artworks; photographs of friends in Halifax and India; ca. 1916-1987; 1.8 m (N.B.: For scrapbooks, correspondence, portcards, see Manuscript Division.)

Ontario, Department of Education, Visual Education Branch. Accession no. 1988-408
Hand-colored glass slides of Nova Scotia produced by the Visual Education Branch of the Ontario Department of Education as a teaching aid for social studies in Ontario schools, ca. 1915; 57 items.

Prat-Starr-Morse families. Accession no. 1988-378
Includes artworks by Annie L. Prat of members of her family, 1888-1912, which were borrowed for inclusion in the 1986 PANS exhibit, "The Prat Exhibition: Three Talented Sisters"; 38 cm.

Stirling County Study. Accession no. 1988-413
Photographs taken 1950-1951 by John Collier as part of the Stirling County Study of Psychiatric Disorder and Sociocultural Environment, developed by Alexander H. Leighton at Cornell University. The photographs were part of a project to document the sociological environment in western Nova Scotia, mainly Digby County. The collection includes approximately 6,000 negatives with a self-indexing file of corresponding proof prints and a file of self-indexing prints enlarged from the negatives for display purposes. Other photos include RCAF vertical aerial views and scenic views of Digby County by Paul Yates; ca. 15,000 items.

Wiswell, D.M. Accession No. 1988-412
D.M. Wiswell's albums kept while he was a member of the Cape Breton Highlanders, 185th Overseas Battalion, C.E.F., 1915-22; 875 items.

Finding Aids

The principal finding aids produced during the year were inventories for the Stirling County Study and Historic Restoration Society of Annapolis County Collections and the completion of the W.R. MacAskill Collection inventory and subject index. The Historic Restoration Society and MacAskill finding aids were carried out as special projects.

Historic Restoration Society of Annapolis County Project. (Canadian Council of Archives Academic Internship Program)

The complete processing of the Historic Restoration Society of Annapolis County Collection was the major project carried out by Susan Hart, a Master of Archival Studies student at the University of British Columbia, during her sixteen-week practicum funded by the Academic Internship Program. The Public Archives of Nova Scotia contributed $1,000 plus indirect support as a condition of participating in the program.

Within the Historic Restoration Society of Annapolis County Collection were two distinct *fonds d'archives*, the Yates Studio *fonds*, consisting of 15 business registers and 1,089 glass and cellulose negatives, and the Sidney Payne *fonds*, consisting of 334 glass and cellulose negatives. The two *fonds* had been intermingled in error by a temporary employee while still in the possession of the society. Insofar as possible, Susan reorganized the collection into its constituent *fonds*, with the remaining 63 negatives of uncertain origin being designated the Historical Restoration Society of Annapolis County Collection Sub-collection.

The steps involved in processing the collection included accessioning; negotiations with the society's representative to draw up a Record of Gift; organization of the *fonds* and sub-collection into series; preparation of an item-level list as promised to the Historic Restoration Society; preparation of an inventory of the collection according to the guidelines established by the Society of American Archivists; indexing of the inventory using the Nova Scotia Subject Headings Authority; and storage of the negatives. While using the Subject Headings Authority, Susan assisted in compiling a list of proposed additions for submission to the committee revising the subject headings.

Susan also spent a week learning the operations of the public records and manuscript divisions. In the former department she had useful first-hand experience with the problems of appraising and selecting government records. Her practicum covered most aspects of archival practice. The major part of her work involved arrangement and description and this was carried out according to current archival standards, i.e., Elisabeth Betz's *Graphic Materials*, the SAA's *Inventories and Registers* and the *Nova Scotia Subject Headings Authority*. Her inventory will help set the standard for similar descriptive tools at PANS.

W.R. MacAskill Project. (Canadian Council of Archives Arrangement and Description Backlog Reduction Program)

As mentioned in last year's report the photograph division applied for and received a grant of $24,175 to catalogue the W.R. MacAskill photographs. Two employees worked on the project: Margaret McBride as archival assistant from May 25, 1987 to July 1, 1988, and Shigeko Osumi as typist from August 31, 1987 to April 1, 1988. The project resulted in an inventory, subject index and archival storage of the collection. The project has not yet been completed, as 1,200 negatives remain to bee printed in our in-house photo lab and photocopied for entry in our catalogue.

An offshoot of the project was the writing of an in-house procedure manual for item-level cataloguing of photographs.

Provincial Employment Program

Under this program approximately 6,000 negative files, about one-third of the MacKenzie Studios Collection, were listed by Johanna Smith between May 16 and September 2. The completion of the file list will be a very long-term project. However a series level inventory of the collection will be completed by March 1989.

Photo Lab

The photo lab continued to operate two and one-half days a week except during the period covered by the fifteen-week Provincial Employment Program, when it operated full time. The photo technician, Anne Masterson, made reference prints for 2,383 MacAskill negatives and 1,622 negatives from the other collections, copied 52 original prints for conservation purposes and 70 prints borrowed from the public and produced 19 prints for publicity and display. She also filled 80 public orders for photograph reproductions, producing approximately 110 copy negatives and 315 prints.

Public Service Statistics

The staff answered over 800 phone calls and 65 letters, assisted 640 visitors to the division and arranged for 85 photo reproduction orders to be sent to Castel Photographic Services.

MAP/ARCHITECTURE DIVISION

Garry D. Shutlak

During the past year the Map/Architecture Division has not actively solicited map and architectural materials, rather arrangement and description to clear away the increasing backlog of material has been the emphasis. The hiring of an archival assistant for one year, to be shared with the Photography Division, will provide much-needed assistance during the coming year.

Major Acquisitions

Jo-Ann Lautremouille, landscape architect, Halifax, donated a collection of some 65 rolls of drawings. This is the first collection the Archives has received from a landscape architect's office. This material will be catalogued early in the new year.

The Provincial Records Centre has been the largest source of new material collected in 1987/88. It transferred from the Department of Transport and the Department of Public Health, 47 boxes, 60 rolls of drawings, 20 portfolios of nineteenth-and early twentieth-century maps, drawings of roads, bridges, highways, hospitals and other buildings.

Special Projects

During the year the Map/Architecture Archivist was able to clean, repair and encapsulate in mylar 106 maps and drawings for their protection.

STATISTICS

	1988	1987	1986
Map requests			
day	4,500	4,217	4,300
night	894	530	592
Total	5,394	4,747	4,892
Architectural plans requests			
day	5,218	3,920	2,000
night	1,537	331	120
Total	6,755	4,251	2,120
Telephone inquiries	821	631	671
Correspondence	138	168	130
Tours	10	11	27
Researchers	1,156	1,144	1,024
Staff changes	Nil	Nil	Nil

FILM AND SOUND DIVISION

JoAnn Watson, Christine Callaghan

The year 1988 has proven to be a busy one for the Film and Sound Division. The beginning of the new year saw a Motion Picture Heritage Fund-sponsored project, which enabled the department to hire a researcher to compile information about the Canadian Bioscope Co. Ltd. and its first feature film *Evangeline*. This eleven-week project produced a paper entitled "Lost in The American Shadow: the Canadian Bioscope Co. and Canada's First Feature Film," an eight-page tabloid-sized newspaper, and a small display in the lobby of the Archives.

Funding was sought for two separate projects connected to the Film and Sound Division. Applications for support for the Nova Scotia Filmography, and a bibliography and index to the Dr. Helen Creighton Collection were made to the Social Sciences and Humanities Research Council of Canada (SSHRC). The Nova Scotia Filmography project was successful in its application. Researcher Gordon Parsons will commence activities in January 1989 for a period of fourteen months. Although the Creighton project was not successful in its application, SSHRC considered it to be of such merit that it encouraged its resubmission after recommended modification.

The arrangement and description of the Dr. Helen Creighton Collection was completed in July 1988. (A three-month extension was granted to the project in March by the Council of Nova Scotia Archives. The project, which began in October 1986, was massive in its scope. Through the funding provided by the Council and the diligence of researcher Clary Croft, finding aids to the various media have been produced.

As with other departments within the PANS, the Film and Sound Division has been working towards descriptive standards. We have implemented new methods for content description within the department. Rather than separate descriptive and technical sheets for various media (film, video and sound), there is now one sheet, which encompasses all media. In addition, content analysis, which in the past had been very detailed, has been altered to "synopsis" form. This has had the beneficial effect of speeding up the processing of collections.

As with other divisions within PANS, the Film and Sound Division is employing the *Nova Scotia Subject Headings Authority* to provide subject access for its material. In addition, with the publication of *Moving Image Materials: Genre Terms* (Library of Congress), we now have a controlled vocabulary of genre terms for film and video material. The division is also working towards a name-authority listing. The latter is proving to be a challenge as many individuals connected with material in our collections are not to be found in other authority lists.

The Film and Sound Archivist is a member of the Descriptive Standards Co-ordinating Committee, Chair of the Main Entry Subcommittee, and is involved with the Name-Authority Pilot Project.

The Film and Sound Division has selected Nutshell software for our archival computer use. During May of this year Public Records and Film and Sound Divisions assessed InMagic and Nutshell packages. It was determined after trials that although InMagic had attractive features, input speed was a major consideration. In a test of fifty *Land and Sea* records, InMagic's input time was one and a half times the duration of Nutshell's. Considering the amount of data that must be entered to form the Film and Sound database, we cannot afford such consumption of our time. With the advent of descriptive standards, software packages specifically designed for archival collections will appear on the market. When, such software becomes available, the Film and Sound Division will consider conversion of its files.

Mount Saint Vincent University Museum Studies Course

This year the Film and Sound Division, along with several other divisions, participated in the Museum Studies Placement Program. This four-week placement commenced January 12 and continued for four consecutive Tuesday afternoons ending February 2. This year we were asked to place two students. Two separate projects were assigned: content analysis of examples of CBC Radio's *Maritime Magazine* and Halifax Cablevision programs.

Oral History Tours

The Film and Sound Archivist was asked to address various oral history groups in the past year. Sessions usually covered basic technical considerations regarding oral history recordings, planning and documentation of projects, biographical data, release forms and archival donation. Groups addressed include: Saint Mary's University Oral Research Methodology Course, Fall River Community Senior Citizen's Group and Halifax MicMac Oral History.

To complement a conference on "Community Heritage, and Resources," held September 29-October 1, Dalhousie University's Atlantic Canada Workshop requested that films or videos from the Film and Sound Collection be screened at the Archives for conference delegates. Film and Sound staff selected the following items to represent the extent and variety of moving image material that has been produced over the years in Atlantic Canada:

Micmac Porpoise Hunt (1936)
Toilers of the Grand Banks (1939)
Gateway to the World (1947)
Glooscap Country (1961)
Charlie Murray (1978)

PRINCIPAL ACQUISITIONS

Sound (Broadcast)	Items	Duration
CBC Radio	335	261 hours
Radio Canada	48	ca. 48 hours
Sound (Oral History)		
Cape Breton's Magazine	449	ca. 565 hours
Kathy Moggridge Collection	55	ca. 55 hours
H.J.B. Marriott Collection	182	ca. 159 hours
Barbara Keddy Collection	52	ca. 80 hours
Lean Ferguson Collection	86	ca. 86 hours
Fred Redden Collection	15	ca. 15 hours
Sound (Other)		
Uranium Inquiry Nova Scotia Collection	67	ca. 101 hours
Film/Video (Broadcast)		
CBC Television Collection	266	ca. 66 hours
Film (Feature)		
Rank Film Distributors Collection	3	ca. 2 hours
Film/Video Institutional		
Mystic Seaport Film and Video Archives Collection	2	ca. 1 1/2 hours
Maritime Command Museum Collection	10	ca. 5 hours
Film/Video (Other)		
Nova Scotia Task Force on AIDS	59	ca. 55 hours

Acquisitions in Progress

CBC Television & Radio Collection

Selection of programs held in the CBHT film vault is still ongoing. To date, Film and Sound has acquired all extant film productions of *Land and Sea*, *MacIntyre File*, *Harris Lorimer Report* and *Inquiry*.

Negotiations are underway concerning the acquisition of the CBHT 16mm News Library (ca. 1967-1985). There are approximately 1,200 cans of news items, with a minimum of five items per can. Subject index cards, which were utilized at CBC, will accompany the collection to PANS.

CBHT programs that have been processed since March 1988 include: *A Way Out*, *This Land*, *Focus*, *Merry Go Max*, *Showcase*, *Provincial Affairs*, *Meeting Place*, *Drop In*, *MacIntyre File*, *Harris Lorimer Report*, and *Inquiry*.

CBC Radio Collection

Acquisition of locally produced programs is ongoing. CBC Radio programs that have been processed since March 1988 include: *All the Best*, *Atlantic Airwaves*, *Maritime Magazine*, *Radio Noon*, *Mainstreet*, *Maritime Saturday Morning*, *Information Morning*, *Provincial Affairs*, *Folkways*, *Bill of Fare* and *Miscellaneous Radio*.

Radio Canada

This collection contains samples of complete *Bonjour Atlantique* programs, as well as excerpt tapes compiled from our selections from program run sheets.

NFB Collection

Selections of Nova Scotian produced films have been made from the NFB's withdrawn titles list. We expect to receive ten 16-mm prints within the near future.

ATV Collection

Work continues on the ATV collection. There are 397 cans, which contain approximately 1,920 items. Archival assistant Chris Callaghan screens and briefly describes each item. When this descriptive phase is complete,

selection will take place. To date approximately 100 reels have been cleaned, inspected and repaired, viewed and listed. Bulk cleaning of this collection will begin once the film cleaning machine is put into operation early in 1989.

Sisters of St. Martha Collection

The cinematographer who shot many of the films in this collection was also a member of the Order of the Sisters of St. Martha, a Roman Catholic nursing order based in Antigonish, N.S. Thus, in addition to providing records of significant events such as the opening of the Little Flower Institute (a home for orphans) in Sydney, N.S., this collection also offers glimpses of the day-to-day activities of the sisters that would not usually have been accessible to the layperson. The films were shot over a period of approximately 30 years, ca. 1950 until the early 1980s.

The collection consists of approximately 27 reels of 16-mm film, and 12 of 8-mm and Super 8-mm, both color and black and white, almost all silent. The material arrived in two lots. The first lot has been viewed for preliminary identification, and a technical assessment has been done of the condition of the material. The films have been cleaned, and repaired where necessary. Once similar preliminary work has been carried out on the second lot, a selection will be made of the films that are to be kept at PANS. It is likely that some of the material will be transferred to videotape.

The Dr. Alexander H. Leighton Collection

All 80 reels of the Dr. Alexander H. Leighton 16-mm film collection at PANS have been inspected, viewed, described and temporarily labelled. The collection thus far consists of footage shot by Dr. Leighton and his colleagues during the late 1950s and through the 1960s, as part of the Stirling County Study (a research project into social and cultural effects on mental health) and a similar study he undertook in Nigeria. Approximately half of the material documents industry, leisure activity, terrain, architecture, street scenes, etc., in Digby and Digby County. The Nova Scotia Museum has agreed to donate the original print of Dr. Leighton's 1936 film *Micmac Porpoise Hunt*, currently in its possession, to the Film and Sound Division's Leighton Collection. Delivery is expected imminently. The museum is also currently looking through stored material for another Leighton film from the 1930s about the life of the Canadian beaver, which will also be added to the collection.

Special Projects

The Nova Scotia Filmography

This project aims to provide a compilation of all film, video and selected television productions that took place in Nova Scotia between the years 1899 and 1973. An application for funding was made to the Social Sciences and Humanities Research Council of Canada through their Canadian Studies Research Tools Program. Notification of funding for twelve months was received mid-November. Gordon Parsons, filmography researcher, hopes to recommence work on the filmography in early January 1989.

Council of Nova Scotia Archives—Arrangement and Description Project: Dr. Helen Creighton Collection

The arrangement and description of the Dr. Helen Creighton Collection was completed 22 July 1988. At the conclusion of the project all materials had been identified, classified and described. Material pertaining to the Film and Sound, Photographic and Documentary Art, and Library divisions have item-level descriptions. Items in the Manuscript division have been described to the file level.

CBC Project

In the fall of 1988 PANS received notification from the National Archives that funding for the CBC project would be guaranteed for five years commencing in March 1989. This is good news as the Film and Sound Division will now, for the first time, be in a position to implement long-term planning with respect to the CBC Radio and Television Collections. This will have beneficial effects on all aspects of the CBC *fonds*, particularly on selection of documentation, planning, processing and future acquisitions. It has also enabled us to offer longer term employment to our CBC research assistant, Sharon Sutherland. With this funding in place, we will be approaching CBC management to discuss means of altering our goals from short-term to the long-term range.

Funding is in place for 1988-89 to "select, preserve, catalogue and make available for research" a combined total of 800 audio tapes/film cans of CBC Radio and Television programming. Twenty thousand dollars has been allocated by the National Archives of Canada.

The CBHT (television) Collection in the CBC premises was moved this April for the third time in two years. Consequently, the collection was in a state of disarray. It was inaccessible to CBC staff for retrieval and to

PANS staff for selection. The Film and Sound Division recommended to CBC management that the collection be reorganized according to series. The reorganization was undertaken jointly by CBC and PANS. CBC provided funding and PANS provided experienced "movers" and supervision.

CBC Radio Series Project

The CBC Radio Series Project was created in March 1987 with the purpose of discovering more about the evolution of local CBC radio programming in Canada and in Nova Scotia over the years.

The ultimate goal is to provide researchers and Film and Sound staff with a more comprehensive overview of the history of local CBC radio programming. The project has been progressing well. This year emphasis has been placed on researching back issues of *CBC Times* (first published in 1948) for information on local CBC radio programs and personalities. We will then collate this information with that acquired last year through John MacEwen.

Production Use

The Film and Sound Division was called upon frequently during the past year to fulfill its mandate as a source of material for an interesting variety of independent and broadcast institution productions.

Public awareness of the role played by Pier 21 in the history of the Port City of Halifax was enhanced by a cable television broadcast of a video copy of the 1947 Nova Scotia Department of Industry and Publicity film *Gateway to the World*. Stills from films in the Admiral Hugh F. Pullen and the Maritime Command Museum collections have been included in a permanent display in the newly opened Pullen Building (Canadian Patrol Frigate Training Building) at CFB Stadacona. Independent video productions, currently in progress, about the history of Clarke's Harbour, the development of Brunswick Street in Halifax and about Halifax Harbour as a nuclear-free zone will all use archival film footage from the Film and Sound Collection. Audiocassettes from the Cape Breton's Magazine Collection are frequently requested by editor/publisher Ron Caplan, for use in upcoming issues of the magazine. More recent requests for Cape Breton's Magazine tapes have been material to be included in a book scheduled for release in December of this year.

Another book, currently being researched, will focus on Cape Breton pipers; the author visited the Film and Sound Division on several

occasions to view films (particularly from the Government Services Collection) relating to this subject. A 1987 acquisition—the film *Toilers of the Grand Banks* (1939)—has recently been used in a Video Tech Ltd. production commissioned by the Department of Fisheries and Oceans. Another independent production, also for DFO, made use of footage from CBC's *Land and Sea* Series.

New Brunswick film-maker Hermenegilde Chiasson visited Film and Sound this year while conducting research for a film about former Premier Louis J. Robichaud and selected several segments from the collection, which are to be included in the finished production.

As usual, broadcast institutions (particularly the local CBC Radio and Television stations) made frequent use of material from the collection. CHNS Radio, celebrating a move into new premises in 1988, borrowed from the CHNS Radio Collection at Film and Sound and were able to broadcast some fascinating highlights of their own significant past.

Equipment Update/Acquisitions

An Ampex tape recorder reported on last year cannot be repaired to our satisfaction. It has therefore been removed from the department. Subsequently, the audio rewind program has remained on hold while a solution is sought.

The regular 8-mm/Super 8-mm viewing system purchased last year was not projecting to our satisfaction. After many hours, the root of the problem was discovered and the unit was returned to Ottawa for retooling. It is now fully operational.

The operation of the film cleaning machine has received approval from the Department of Health. It has been permanently installed in the basement. We expect to perform test runs early in the new year.

Slide/Sound Projector. PANS has acquired a Telex Caramate slide sound projector to facilitate the screening by PANS staff of the Archives' slide show to the various groups that frequently tour the building. This projector automatically advances a slide at the appropriate point during the accompanying audio recording.

Audiocassette Recorder: A second professional-quality, portable audiocassette recorder/player was purchased this year by the Film and Sound Division—a Sony model TCM 5000. It is now possible for cassette-to-cassette dubs to be done in-house. Also, the acquisition of this piece of

equipment makes it possible for patrons to audit material recorded on audiocassette without interrupting the department's ongoing cassette to reel-to-reel transfer program. In addition, in the event that it is necessary for Film and Sound to conduct field recordings, this second recorder will be available.

Motion Picture Heritage Fund of Nova Scotia (MPHFNS)

The Motion Picture Heritage Fund of Nova Scotia is in its fourth year of existence. Committee members include: Gordon Parsons (Wormwood's Cinema), Chairman; Film and Sound Archivist, PANS, Secretary/Treasurer; Carman Carroll, Provincial Archivist; Doug Kirby (CBC); Bernie Hart (N.S. Department of Education, Media Services); Ned Norwood (N.S. Dept. of Government Services, Information Division, Film Unit); Heather Levesque (AFCOOP); Barry Burley (AIFVA); Bob Kroll (Needhamgate Productions); Prof. Anthony MacKenzie (PANS Board of Trustees); Niels Jannasch (Community Liaison). The NFB seat is awaiting appointment.

A grant in the amount of $7,000 was approved for the Motion Picture Heritage Fund of Nova Scotia for fiscal year 1988-1989 from the Department of Tourism and Culture.

The seventeen-minute film, *The Bank Dory*, and a 3/4" video dub entitled *Oar, Block and Smithing* were acquired from the Mystic Seaport Film and Video Archives, Connecticut. Both of these items were shot in Nova Scotia during 1969 by the Mystic Archives, and document two aspects of Nova Scotia's marine heritage.

In January 1988 a researcher was hired by the MPHFNS to conduct research into the Canadian Bioscope Co. Ltd. and its 1912-13 feature film production *Evangeline*. During the course of this eleven-week project, extensive use was made of archival material at various Canadian and U.S. repositories. Public assistance was called upon through media coverage. It was hoped that members of the public would be able to provide anecdotal information about the film and the company that produced it. The *Evangeline* project was covered by CBC Radio's *Prime Time*, national radio news, *Saturday Morning Show*, *Information Morning*, CBC TV's *First Edition*, ATV's *Live at 5*. In addition, stories were carried by *The Chronicle-Herald/The Mail Star* as well as *The Kentville Advertiser*.

A paper was produced from this research. It is entitled "Lost in the American Shadow: The Canadian Bioscope Company and Canada's

First Feature Film." In addition, a small eight-page newspaper entitled *Have You Seen Evangeline* was published. There was also a display mounted in the lobby of the PANS building from April to June.

The Motion Picture Heritage Fund hopes to sponsor more projects of this nature in the future. Very little has been written about Nova Scotia's film heritage. The Motion Picture Heritage Fund and the Film and Sound Division hope to stimulate investigation by offering short-term research contracts on predetermined topics. This would provide incentive to students with a specific interest in film history to pursue and contribute to a hitherto little-researched aspect of Nova Scotia's past. At the conclusion of each project a research paper would be produced. This would provide a growing resource dedicated to the study of Nova Scotia's moving image heritage.

A submission for funding was sent to the CRB Foundation in Montreal for financial support for the Parents Guide to Children's Television project. Acknowledgement of the submission has been received from CRB; awarding of funds is expected in the near future.

The MPHFNS has offered to assist the Film and Sound Division in acquiring film and video submissions to the annual Atlantic Festival Atlantique. This year it funded a researcher who compiled information about each submission. Efforts are now being made to acquire a copy of each submitted production. Any acquisition funds required will be made available by the MPHFNS.

Conservation Projects

Lean Ferguson Collection

One hundred hours of recorded sound have been dubbed from audiocassette to 1/4" reel-to-reel tape. Approximately thirty-five hours remain to be transferred.

Cape Breton's Magazine Collection

Seventy-five hours of audiocassette tape have been dubbed to reel-to-reel since work began on this project at the beginning of August.

Smaller conservation projects that have been completed include film-to-video transfers of films from the Boy Scouts of Canada Collection (1), the Blue Cross Collection (1), and the Purdy Collection (5). Video dubs

were made of *Perspectives on Canada* videos loaned to PANS for copying by Acadia University and of a videotape interview with Mary Black, loaned by the Nova Scotia Society of Occupational Therapists.

1988 STATISTICS

Acquisitions (as of 30 November)

Number of accession	48
Audiotapes	1,275
Videotapes	94
Film	279
Support documentation	ca. 80 cm.

Use Statistics

Researchers	
Requests filled	
Audio	237
Video	41
Film	173
Miscellaneous	79
Requests unfilled	58
Copies of material made	
Audio	18
Video	6
Xerox	31
Audiovisual equipment was supplied for events in the Akins Room	42

STAFF ACTIVITIES

Carman V. Carroll, Provincial Archivist. Mr. Carroll attended the spring and fall meetings of the Council of Nova Scotia Archives and gave a session on archival selection, along with Julie Morris at the spring meeting. He spoke at the CNSA Seminar for Beginning Archives in Truro in September and at the Council of New Brunswick Archives conference for university archivists in October. He spoke to the Council of P.E.I. Archives in June on the arrangement and description of archives. At the fall meeting of the Federation of Nova Scotian Heritage, he presented a paper, "Square One...Who Are We," on heritage institutions in Nova Scotia and chaired two workshops that followed. Finally, he chaired the

National Book Festival evening sponsored by the Halifax City Regional Library, where a panel of Nova Scotian writers gave presentations on the writing of Nova Scotia history.

Mr. Carroll received a second three-year Order-in-Council appointment to the Board of Governors of the Nova Scotia Museum. He was named chairperson of the Canadian Council of Archives Conservation Committee. He was also named program chair for the Association of Canadian Archivists' annual meeting in Fredericton in June 1989. The ACA's Strategic Planning Committee, of which he was a member, presented its final report in June 1988. While at the annual meeting of the ACA he attended the annual National/Provincial/Territorial Archivists meetings. He also completed his term on the executive of the Halifax Chapter, Association of Records Managers and Administrators. In the absence of a Provincial Records Manager, he co-hosted the federal, provincial, territorial meetings of the Records Management Council.

Mr. Carroll serves on the program committee for the 1992 meeting of the International Council of Archives in Montreal. In this capacity he attended this year's meeting in Paris. The ICA meets every four years.

His article, "From Deposit to Donation: The National Archives' Acquisitions Strategy for Papers of Cabinet Ministers" was published in *Archivaria*, Number 25.

Allan C. Dunlop, Associate Provincial Archivist. Over the year the Associate Provincial Archivist addressed such groups as Prince Arthur Junior High students; Halifax Gyro Club; New Ross Historical Society and the Elderhostel program participants. He also attended seminars and meetings of the Council of Nova Scotia Archives and the Atlantic Association of Historians. He was present in New Glasgow on August 3 for the unveiling of the monument commemorating shipbuilding on the East River.

He continued in his positions as Vice President, Royal Nova Scotia Historical Society, as editor of the newsletter of the Atlantic Association of Historians, and as an executive member of the archives committee of the Maritime Conference of the United Church of Canada.

Publications for the year were a biography of John Albro in Volume VII of the *Dictionary of Canadian Biography*. His book review of L.G. "Bud" White, *Pictou Academy Gold Medalists*, appeared in *Nova Scotia Historical Review*, Volume 8, No. 1, 1988.

Darlene Brine, Archival Assistant, attended the following conferences: "Archives: Practically Speaking," March 23-25, Halifax, and "Archives in Museums and Libraries," October 14-15, Liverpool. Both conferences were sponsored by the Council of Nova Scotia Archives. Also Darlene attended "Workshop on Descriptive Standards and Authority Control," December 2 and 3, 1988, and all in-house Wednesday Morning Lecture Series both sponsored by the Public Archives of Nova Scotia.

Barry Cahill, Manuscripts Archivist. In March Mr. Cahill attended the Spring Conference of the Council of Nova Scotia Archives at PANS. In August his paper entitled, "Record Keeping in a Provincial Regiment: The Strange Case of the Loyal Nova Scotia Volunteers" was published in *Archivaria* 26 (Summer 1988). In September he presented two papers at the training seminar for part-time staff members at PANS. In October he presented a paper entitled, "The Master of the Rolls in Nova Scotia's Court of Chancery, 1782-1825" at the joint meeting of the Atlantic and Canadian Societies for Eighteenth-Century Studies at Dalhousie University. In November he gave a workshop (jointly with Lois Kernaghan) on eighteenth-century records to the Shelburne Genealogical Society. Also in November his articles "Edward Brabazon Brenton" and "Snow Parker" were published in *Dictionary of Canadian Biography*, Volume VII. In December his paper entitled, "Richard Gibbons' 'Review' of the Administration of Justice in Nova Scotia, 1774" is published in *University of New Brunswick Law Journal* 37 (1988).

Mr. Cahill is a professional member of the Association of Canadian Archivists, an ordinary member of the Commonwealth Archivists Association and a councillor on the executive of the Royal Nova Scotia Historical Society.

Christine Callaghan, Film and Sound Archival Assistant, attended the Council of Nova Scotia Archives' Spring Conference and annual general meeting held in Halifax, March 23-25 and the Fall Conference held in Liverpool, October 14-15.

Christine serves as secretary for the Occupational Health and Safety Committee at the Archives.

Christine received certification from St. John's Ambulance CPR training.

Margaret Campbell, Head Photographs and Documentary Art Division, gave a presentation at the Anglican Church of Canada Church Archival

Seminar held at the Mount Saint Vincent Renewal Centre, Halifax, September 8-11, 1988. She spoke on the organization of a photograph collection with emphasis on the current movement toward archival descriptive standards. She also attended the Association of Canadian Archivists 1988 Annual Conference at Windsor, Ontario, June 6-10.

The Photograph Archivist has been appointed to the Graphic Materials Working Group, one of a series of national working groups established by the Bureau of Canadian Archivists to develop archival descriptive standards in Canada. During 1988-89 this committee will have six meetings in Ottawa. The result will be a report establishing national archival standards for description of visual materials at the series, file, and item level.

Wendy Duff, Librarian, and Julie Morris, Genealogical Archivist, conducted a workshop on subject indexing to the Council of New Brunswick Archives on March 26. With Kent Hayworth, University Archivist at the University of Toronto, Wendy Duff gave presentations on name authority to: Toronto Area Archivist Group on April 9; Council of New Brunswick Archives on October 28 and 29; and Public Archives of Nova Scotia on December 2 and 3. In September she lectured at an orientation day organized for the part-time staff. On November 16 she gave an introduction to the *Anglo-American Cataloguing Rules*, second edition, to PANS staff.

In March, Wendy Duff attended the Spring Conference of the Council of Nova Scotia Archives. On June 15-20, she attended the Canadian Library Association Annual Conference in Halifax.

Wendy Duff served on two working groups of the Bureau of Canadian Archivists Planning Committee on Descriptive Standards: the Working Group on Subject Indexing and the Working Group on Choice of Access Points. As well, she served as a jury member on the Social Sciences and Humanities Research of Canada, Canadian Studies Research Tools Program. Her term as Hospitality Chairperson for the Canadian Library Association Conference Planning Committee ended in June with the CLA Annual Conference.

In September, she became membership secretary of the Royal Nova Scotia Historical Society. Within the Archives she served on the Part-Time Committee and Descriptive Standards Coordinating Committee.

George Dupuis, Library Assistant, continued to serve as Treasurer of the Council of Nova Scotia Archives. In that capacity he attended the Spring Conference and annual general meeting, and the series of workshops "Archives: Practically Speaking," given in conjunction with the Spring Conference and annual general meeting of the Council, March 23-25, 1988. He also attended the Fall Conference of the CNSA in Liverpool, October 14-15, 1988. George attended all executive meetings of the CNSA.

He attended a series of workshops including the Descriptive Standards and Authority Control Workshop, December 2-3.

Philip Hartling, Microfilm Archivist, chaired the Part-Time Sub-Committee, which held a Part-Time Orientation Workshop on Saturday, 24 September 1988. All evening and weekend employees with less than two years' service attended the seminar. Philip received excellent support from other committee members and from all staff for this training opportunity.

In September, he attended the Religious Archivists Conference at Mount Saint Vincent University. The conference's thrust was for Anglican Church archives in the Ecclesiastical Province of Canada, but it was open to anyone with an interest in religious archives. On Friday, 9 September, he addressed the conference on "Microfilms and the Microfilming Program at the Public Archives of Nova Scotia." In October, he attended the Council of Nova Scotia Archives' Fall Conference, which was held in Liverpool.

Philip Hartling and Julie Morris compiled a county guide entitled *Genealogical Sources for Halifax County*, which will be available in December. He also completed the guide for Lunenburg County, which should be printed in 1989.

Philip is still a member of the committee that is tracing the descendants of John Braden, a pioneer in the Musquodoboit Valley. This volunteer group is trying to locate a bone-marrow donor for two Frohmayer girls who are Braden descendants.

Sandra Haycock, Head, Public Records Division, attended the following conferences: "Workshop on Training for Trainers" held at the Maritime Museum of the Atlantic in Halifax on February 26; the Council of Nova Scotia Archives Spring Seminar held in Halifax on March 23-25; Halifax

Chapter of ARMA Spring Seminar held in Halifax on May 6 and the International Congress on Archives held in Paris, France on August 21-26.

She also participated in the seminar, "Choices in Childbirth," as part of a panel discussion on Mother/Mothering in conjunction with the exhibit "The History of Mother and Child," Mount Saint Vincent University, March 5.

She gave a talk on archives and records management and conducted a tour of the PANS to the Halifax Chapter of ARMA, March 17. Ms. Haycock also spoke on archival selection and the Halifax City project as part of a panel discussion at the Council of Nova Scotia Archives Spring Conference, March 25 and on "Literary Manuscripts at the Public Archives of Nova Scotia" at the annual meeting of the Canadian Bibliographic Society, June 16.

Finally, she chaired a panel discussion on "Archives, Museums and Libraries" at the Council of Nova Scotia Archives Fall Conference in Liverpool.

She serves as newsletter editor and is an executive member of the Council of Nova Scotia Archives. She is also regional editor of *Archivaria*, the journal of the Association of Canadian Archivists. She represents the Archives on the Conjoint Medical Archives Committee, and she is a member of the Association of Canadian Archivists Select Committee on Access to Information and Privacy Legislation.

Lois Kernaghan, Head, Manuscripts Division, attended the Council of Nova Scotia Archives' Spring Conference in Halifax, 23-25 March, and the Association of Canadian Archivists' 1988 Conference in Windsor, Ontario, 6-10 June.

On 28 April, she spoke to the Loyalist Association on Loyalist manuscripts at the Public Archives. In May, she was interviewed by the Halifax Herald for an article concerning genealogical research at the Public Archives. During the summer, Mrs. Kernaghan gave three presentations within Dalhousie University's Elderhostel program. She was invited with Barry Cahill, Manuscripts Archivist, to conduct the Shelburne Genealogical Society's first workshop, 4-5 November. The sessions addressed eighteenth-century land, probate, and court records and attracted more than thirty-five participants. On 23 November, she spoke

jointly with Terrence Punch to the Genealogical Association of Nova Scotia on "Ethics in Genealogical Research."

Mrs. Kernaghan continues as Literary Editor of the *Nova Scotia Historical Review*. She also sits on the editorial board of *Archivaria*, and as consulting editor on a Heritage Trust of Nova Scotia sub-committee charged with publishing a revised edition of *Founded Upon a Rock*. *The Canadian Encyclopedia* (1988) included eight new entries written by Mrs. Kernaghan, in addition to her various contributions carried over from the first edition (1985).

Within the Public Archives of Nova Scotia, Mrs. Kernaghan sits as a member of the Weekend and Evening Operations Committee, and as chairperson of the Descriptive Standards Co-ordinating Committee. She participated in the Part-Time Staff Orientation Workshop on 24 September, acting as co-ordinator for the day and giving two presentations relating to the Manuscripts Division. She spoke twice in the Wednesday Morning Lecture Series: in April, concerning her responsibilities and objectives as the new divisional head; and in October, concerning "An Introduction to Descriptive Standards." She also audited, during the autumn session, the introductory cataloguing course given by the School of Library and Information Studies, Dalhousie University.

Lillian Leonard, Library Clerk, continued to serve on the Occupational Health and Safety Committee at the Public Archives of Nova Scotia.

She attended a series of workshops given by Kent Haworth and Wendy Duff, December 2-3, 1988, on Descriptive Standards and Authority Control.

John MacLeod, Public Records Archivist, attended the following meetings: Council of Nova Scotia Archives, March 23-25 in Halifax, and October 15 in Liverpool; the Atlantic Canada Workshop, September 29 to October 1 in Halifax; the Atlantic Canada Studies Conference, May 3-7 in Edinburgh, Scotland; the Canadian Association of Geographers, May 26-29 in Halifax; the Science and Society Conference at Mount Allison University, September 22.

Julie Morris, Genealogical Archivist, has actively participated in a number of outreach programs in both archival and genealogical fields, locally and nationally. This activity includes tours, presentations, workshops, conference participation and publications.

At PANS she is a member of the Part-Time Staff Sub-Committee. This year the committee established management guidelines and procedures. With the coming of descriptive standards, the Nova Scotia Subject Headings Authority has been implemented at the Archives and Julie Morris and Wendy Duff presented a refresher workshop to the staff in September. As series co-ordinator she undertook the production of four guides, one of which has been published (see: Genealogical Sources County Guide Series, Manuscript Division Section).

Outreach through the Council of Nova Scotia Archives and other archival groups has always been an important role of the Archives staff. Julie was appointed to chair two sub-committees of the Council of Nova Scotia Archives: the Nominations Committee, to select new executive members; and the Subject Headings Committee, to update and prepare the Nova Scotia Subject Headings Authority for future publications and disseminate information to other archives and archival councils. In addition, she presented a major session at the Spring Council Conference about acquisitions appraisals and mandates, and a second session with the Provincial Archivist concerning the practice of documenting accessions. Two sessions on subject indexing and the use of the Nova Scotia Subject Headings Authority and the Spring Conference of the Council of New Brunswick Archives were presented as well.

Other archival outreach activities include her appointments to the Archives Committee of the Anglican Diocese of Nova Scotia, in an advisory and liaison capacity, and to the Select Committee on Public Awareness and Advocacy to plan and propose a public awareness program for the Association of Canadian Archivists.

Julie also attended meetings of the Council of Nova Scotia Archives; the Council of New Brunswick Archives; the Association of Canadian Archivists in Windsor, Ontario; and the Conference of Atlantic University Archives in Sackville, N.B.

Julie is Vice-President of the Genealogical Association of Nova Scotia. She represents the Archives on the Board of the Genealogical Institute of the Maritimes and serves as Treasurer. She participated in the Nova Scotia Museums "Taking Root" program in February by presenting a beginner's genealogical workshop for children and their parents. She lectured at Northwood Manor about the Archives and the important contributions seniors can provide in family history research; and; at the "International Genealogical Workshop," hosted by the New Brunswick

Genealogical Society, Julie presented a session on the Archives and documents used in genealogical research.

The sharing of information through publications is an important aspect of outreach and public service. Besides the genealogical sources guides series, Julie published a short article reviewing the Tourism/ Genealogical project (P.E.P—Summer '87) in the *Council of Nova Scotia Archives Newsletter* and the *Association of Canadian Archivists Bulletin*. This project has stimulated interest among other archives. The latest includes two articles that were produced through the combined efforts of Julie and Wendy Thorpe, one on Nancy Purvis, school teacher, and a second on Elizabeth Lichtenstein (Johnston), Loyalist and author.

Garry Shutlak, Head Map and Architecture Division. During the year Mr. Shutlak represented the Archives at three national forums: Society for the Study of Architecture in Canada, May 25-28, Vancouver, B.C.; the Association of Canadian Map Libraries and Archives June 7-11, Peterborough, Ont.; and the Cartographic and Architectural Archives Seminar, National Archives of Canada, October 2-5, Ottawa.

During the year Garry spoke at the Anglican Church of Canada, Religious Archivists Conference at Mount Saint Vincent University Renewal Centre, Halifax, September 8-11, and at the Conference for Planning Technicians, Municipal Training Services, Department of Municipal Affairs, Truro, September 28-29, 1988. On both occasions he spoke extensively about the Map/Architectural Division, our history, set up, etc.

Related to his position as Map and Architecture Archivist, he was asked to give an illustrated talk on "The Work of Edward Elliot, Architect," before the Dartmouth Heritage Museum, November 10, 1988 and to attend a one-day conference "Heritage in the Urban Scene," at Halifax on November 26.

He also attended the two-day workshop held in December 2 and 3 at the Maritime Museum of the Atlantic titled "Descriptive Standards and Authority Control."

Lastly, he was again asked to give his illustrated talk "Halifax and the Titanic Connection" to eighty grade 5 students at Cavalier School in Sackville, Nova Scotia.

During the year he continued his association and membership in the Heritage Trust of Nova Scotia and the Royal Nova Scotia Historical

Society, as well as professional memberships in the Association of Canadian Archivists, the Association of Canadian Map Libraries and Archives and the Society for the Study of Architecture in Canada.

Wendy L. Thorpe, Public Records Archivist, attended a spring seminar and workshop sponsored by the Council of Nova Scotia Archives at the Public Archives of Nova Scotia March 23-25, 1988. She also attended sessions of the Eighty-Third Annual Conference of the Union of Nova Scotia Municipalities held in Halifax September 14-16, 1988. On September 24, 1988 she assisted at the Training and Orientation Seminar for Part-Time Employees, held at PANS.

Publications during 1988 included two biographies for the *Dictionary of Canadian Biographies*, Vol VII (University of Toronto Press), Elizabeth Lichtenstein (Johnston) and Nancy Purvis, both written in collaboration with Julie Morris, Genealogical Archivist; also a book review of Linda Cann's *A Bold Step Forward: The History of the Fundy Mental Health Centre in Wolfville, N.S.* for the Volume 8, Number 2, December 1988 issue of the *Nova Scotia Historical Review*.

Anjali Vohra, Newspaper Specialist, continued to serve as a member of the Working Group on Original Issues of Canadian Newspapers. The group's report, *Guidelines for the Treatment of Canadian Newspapers in Original Newsprint Form*, was published in April. She also served on the part-time sub-committee for organizing a training and orientation seminar for part-time employees.

On March 23-25, she attended the Council of Nova Scotia Archives' Spring Conference in Halifax. She also attended the series of workshops given by Kent Haworth and Wendy Duff, December 2-3, 1988 on Descriptive Standards and Authority Control.

During the fall she attended the introductory cataloguing course given by the School of Library and Information Studies, Dalhousie University.

JoAnn Watson, Head Film and Sound Division, attended the Council of Nova Scotia Archives' Spring Conference and annual general meeting held in Halifax March 23-25; the PANS Annual Planning Session in April 14-15; the film and video submissions to the Annual Atlantic Festival Atlantique in October 11-14; and the Sessions of the Film/Television Archives Advisory Committee held in Ottawa in October 18-19. She also attended a symposium, "Beyond the Printed Word: Newsreel and Broad-

cast Reporting in Canada 1987-1987," held in Ottawa in October 19-22.

JoAnn serves as Secretary/Treasurer for the Motion Picture Heritage Fund of Nova Scotia and also is a member of the Descriptive Standards Co-Ordinating Committee, Main Entry Sub-Committee, and Name-Authority Pilot Project.

PUBLIC SERVICE STATISTICS

January to December	1988	1987
Researchers (Library)		
Day	6,635	5,952
Evening/weekend	4,906	5,054
Researchers (Manuscripts)		
Day	6,962	6,478
Evening/weekend	4,825	5,169
Researchers (Photographs)		
Day	563	607
Evening/weekend	18	27
Researchers (Maps)		
Day	996	1,028
Evening/weekend	61	80
Researchers (Film/Sound)		
Day	383	421
Books		
Day	12,560	12,636
Evening/weekend	10,550	11,018
Microforms (Library)		
Day	14,209	12,742
Evening/weekend	16,101	14,235
Newspapers (original)		
Day	1,846	2,474
Evening/weekend	1,104	1,088

	1988	1987
Manuscripts (original)		
Day	6,582	7,580
Evening/weekend	6,879	6,913
Microforms (Manuscripts)		
Day	11,840	11,046
Evening/weekend	11,515	12,892
Photographs		
Day	10,945	9,199
Evening/weekend	129	288
Pictures		
Day	1,004	401
Evening/weekend	15	0
Maps		
Day	4,443	3,840
Evening/weekend	911	381
Architectural Plans		
Day	4,157	3,877
Evening/weekend	1,529	179
Film/Sound		
Day	526	944
Total Researchers		
Day	15,539	14,486
Evening/weekend	9,810	10,330
	25,349	24,816
Days open	250	250
Evenings open	245	246
Weekends open	46	46

THE PUBLIC ARCHIVES OF NOVA SCOTIA

AUDITORS' REPORT AND FINANCIAL STATEMENTS

MARCH 31, 1989

Collins Barrow
Chartered Accountants
1801 Hollis Street
Halifax, Nova Scotia B3J 2L4

AUDITORS' REPORT

To the Board of Trustees of
The Public Archives of Nova Scotia

We have examined the statements of revenue and expense and surplus of The Public Archives of Nova Scotia for the year ended March 31, 1989. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the revenue and expense and surplus of the Archives for the year ended March 31, 1989 in accordance with the accounting principles set out in the notes to the financial statements applied on a basis consistent with that of the preceeding year.

Collins Barrow
Chartered Accountants
Halifax, Canada
August 17, 1989

THE PUBLIC ARCHIVES OF NOVA SCOTIA
FINANCIAL STATEMENTS
MARCH 31, 1989

Statement of revenue and expenses	1
Statement of surplus	2
Notes to financial statements	3

THE PUBLIC ARCHIVES OF NOVA SCOTIA
STATEMENT OF REVENUE AND EXPENSE
Year ended March 31, 1989

Revenue	**1989**	**1988**
Government of Nova Scotia (salaries and benefits)	$ 941,386	$ 874,307
Government of Nova Scotia (operating grant)	338,000	292,257
Government of Canada	36,686	73,530
Sales, publication, etc.	53,940	51,523
Interest	15,479	9,134
	1,385,491	1,300,751
Expenses		
Acquisitions	3,133	1,918
Building maintenance	14,271	10,436
Conferences and seminars	6,560	3,553
Electricity	67,184	73,223
Equipment	25,990	32,003
Equipment repair and maintenance	26,551	18,502
Freight and express	3,670	1,392
General operating expense	53,859	65,929
Heating fuel	15,440	14,640
Honoraria	1,200	1,200
Membership dues	1,127	1,141
Miscellaneous	4,258	5,998
Other services	32,611	29,323
Postage	782	10,682
Printing and stationery	22,064	27,328
Professional services	3,292	6,292
Rentals	13,898	11,554
Salaries and benefits	941,386	874,307
Security	28,613	28,441
Special pension		8,581
Staff training	1,452	367
Subscriptions and periodicals	8,224	5,924
Support services	14,998	28,893
Telecommunications	19,030	15,722
Travel	3,170	3,721
Water	2,173	1,652
	1,314,936	1,282,722
Excess of revenue over expenses	$ 70,555	$ 18,029

THE PUBLIC ARCHIVES OF NOVA SCOTIA
(Incorporated under the laws of Nova Scotia)
STATEMENT OF SURPLUS
Year ended March 31, 1989

	1989	1988
Surplus, beginning	$186,547	$168,518
Excess of revenue over expenses	70,555	18,029
Surplus, ending	$257,102	$186,547
Represented by:		
Cash on hand and at bank	$254,102	$166,547
Due from The Province of Nova Scotia		20,000
Loan receivable — Nova Scotia Newspaper Project	3,000	
	$257,102	$186,547

On behalf of the Board of Trustees
of The Public Archives of Nova Scotia

Carmard. Carroll
Provincial Archivist

Mary E Kay
Secretary

THE PUBLIC ARCHIVES OF NOVA SCOTIA
NOTES TO FINANCIAL STATEMENTS
March 31, 1989

1. Status and nature of activities

   The Archives is an Agency incorporated by Act of the Legislature of the Province of Nova Scotia, and operates an archives and research centre.

2. Significant accounting policies

   The expenses are stated on a cash basis and therefore accrued liabilities for expenses are not recognized in these financial statements.

   Capital expenditures are charged to expense as incurred.

3. These financial statements include only the operating revenue and expenses of The Public Archives of Nova Scotia, and not those of any specific funds administered by The Public Archives of Nova Scotia.

4. Comparative figures

   The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.